



MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

25 February 1954


1. The Management Course which was recently instituted by the Office of Training was discussed by Colonel White. In training sequence, this course logically follows the Human Resources Course. The course content includes the various managerial processes which are employed by supervisory personnel, particularly those who are responsible for specific units of organization, such as divisions, branches, sections, and so on. Office heads were asked to make sure that personnel under their jurisdiction were enrolled in this course, when such training could be expected to increase their supervisory effectiveness.
2. Colonel White asked DD/A office heads to keep him informed of the comments and impressions of members of their offices who participate in the BIC (Sup) Course. He referred to some generalized and unsubstantiated reports which had come to his attention to the effect that the course was not completely responsive to the training needs of the personnel who attended. He said that he wanted to make sure that this course was as effective as it could possibly be, and that office heads should continually be kept apprised of both the content and caliber of presentation of the course material.
3. The Deputy Director of Central Intelligence is currently reviewing cable and communications procedures insofar as they affect the DD/I and DD/P organizations. He has also invited the DD/A organization to report on problems which it has experienced in the past and to submit recommendations. Colonel White said that Mr. [REDACTED] had been designated to assemble and develop this information for transmittal to the Deputy Director of Central Intelligence. 25X1A9a
4. Colonel White briefly reviewed the history of the Employees' Welfare Fund. The Fund was created and is maintained from profits resulting from the cafeteria operations. In the past the Fund was under the custody of the Comptroller, and was governed by a board. Several months ago the Fund was brought under the jurisdiction of the Inspector General. The Inspector General now wishes to return it to a separate board under the chairmanship of the Assistant Director for Personnel. It is proposed that the board have representation from each major component. The Fund is relatively small and its purpose is to finance minor employee welfare activities.
5. Colonel White said that he hoped that the pending regulation on payment of educational costs for dependents of overseas employees would be published in the near future. He cautioned that no one should expect that this regulation will contain general authorization for Agency

payment of tuition and other educational costs incurred in overseas areas. The CIA, in common with other Government agencies (except the Defense Department) does not have general legal authority to make such payments. The Agency is permitted to approve these expenditures only where required to maintain an employee's cover or when failure to do so would create a hardship to such an extent that proper staffing of an overseas post would be jeopardized.

25X1A9a 6. Representative Taber, Chairman of the House Appropriations Committee, plans to conduct a personal tour of CIA in the near future. The DD/I, the DD/A, the Assistant Directors for Personnel and Communications, the Director of Training, and the Director of Security have been designated to brief Mr. Taber. Colonel White said that he had asked Mr.  to develop information required for the DD/A briefing, and that DD/A office heads should furnish Mr.  the information that would be needed.

25X1A9a 7. Colonel White asked DD/A office heads to take necessary action so that all eligible employees are afforded the opportunity to apply for attendance at the National War College or the Industrial College of the Armed Forces. Announcement that the Agency had received a quota of three civilians for the National War College and for one civilian for the Industrial College was made in a memorandum to Training Liaison Officers from the Office of Training, dated 24 February 1954.

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8. Colonel White and Mr.  discussed the need for DD/A personnel to exercise the greatest caution so that classified information is divulged only to authorized personnel. As an example, personnel who are cognizant of project missions and activities must not pass on their knowledge to other employees unless these latter require such information to properly discharge their duties.

Meetings
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